



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

## National Policy Memorandum

**Assistant Secretary – Indian Affairs**  
**Deputy Assistant Secretary – Indian Affairs (Management)**  
**Office of Facilities, Property, and Safety Management**

**Number: NPM-PROP-2**

**Effective: 02/17/17**

**Expires: 02/17/18**

**Title: General Services Administration (GSA)-leased Vehicle Mileage Utilization Reports**

### 1. Purpose

This memorandum establishes reporting requirements of fleet utilization for General Services Administration (GSA)-leased vehicles.

### 2. Scope

This policy applies to all programs and offices under the authority of the Office of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

### 3. Policy

It is Indian Affairs (IA) policy that every GSA-leased vehicle meets a minimum annual mileage of 6,000 miles. Vehicles that do not meet the aforementioned mileage requirement are considered “underutilized” and may be disposed of in accordance with this policy.

In addition, the GSA-leased vehicles utilization guidelines to justify full-time vehicle assignments are established at 41 CFR 101-39.301. Utilization factors such as days used, agency mission, and the relative costs of alternatives to a full-time vehicle assignment, may be considered where travel guidelines are not met.

Law enforcement and Emergency Respondent vehicles are exempt from this policy.

### 4. Procedures.

To justify full-time vehicle assignment of GSA-leased vehicles, programs must submit monthly fleet utilization reports to the Accountable Property Officer (APO) or Utilization Clerk using the

DI-120, Equipment Operation Data Form. Annually, IA will conduct vehicle utilization reviews of GSA-leased vehicles. Regions with underutilized vehicles will be notified and instructed to identify disposition actions.

- A. Monthly Utilization Report:** Programs must submit monthly fleet utilization reports to the CPO, APO or Utilization Clerk using the DI-120, Equipment Operation Data Form.
- B. Annual Review:** Each IA Cost Center Regional Property Officer (RPO) will conduct an annual review of their GSA-leased vehicle utilization during the fourth (4<sup>th</sup>) quarter beginning July 1st of each fiscal year (FY). The review will identify underutilized vehicles and include a recommendation for disposition.
- C. Annual Utilization Report:** In the (1<sup>st</sup>) quarter of the FY, the Bureau Fleet Manager (BFM) will generate a utilization report, based on both the Annual Review performed and Utilization Reports under Section 4.A. (from the previous FY), for all GSA-leased vehicles in IA. The report must be created in a spreadsheet software program (e.g., MS Excel) using the format below:

COST CENTER	Type	License #	Year	Make	Model	Program	Total Annual Usage (Miles)
AAK2XXXXXX	Sedan	G45-4500M	2015	Ford	Focus	Natural Resources	7,230
AAK2XXXXXX	Truck	G45-4501M	2015	Ford	F-150	Admin.	6,120

- D. Notification of Underutilized Vehicles:** In the third (3<sup>rd</sup>) quarter of the FY, the BFM will notify regions of underutilized GSA-leased vehicles by letter (copying the Regional Director or designee), and instructing to identify which of the following disposition action(s) for the underutilized vehicle(s) was taken:
  1. Removal from the Fleet;
  2. Re-assignment within the Cost Center;
  3. Exchange for another vehicle of a similar type with higher miles;
  4. Exchange for a different type of vehicle that better suits the mission;
  5. Retention with proper justification; or
  6. Return to GSA.
- E. Decision of Disposition:** Regions must respond to the BFM within 30 days of receiving the notification letter of Underutilized Vehicles identifying the disposition option(s) elected for each underutilized vehicle. If the Region does not respond within the required timeframe, or does not elect a disposition option, the BFM will notify the appropriate Bureau Director to seek a final determination on the underutilized vehicle.

#### 4. Roles and Responsibilities:

- A. **Deputy Assistant Secretary- Indian Affairs (Management) (DAS-M)** is responsible for administering this policy.
- B. **Office of Facilities, Property and Safety Management (OFPSM)** is responsible for the management and administration of IA facilities management and construction, environmental management, safety and risk management, and cultural resources management programs.
- C. **Chief, Division of Property Management** is the primary management official with direct responsibility for IA property management.
- D. **Bureau Fleet Manager (BFM)** is responsible for monitoring, maintaining, enforcing and ensuring compliance of the fleet management program.
- E. **Accountable Property Officer (APO)** is responsible for monitoring, enforcing, and assisting with the monthly utilization and maintenance process.
- F. **Regional Property Officer (RPO)** shares the same responsibilities as the APO and is responsible for monitoring, enforcing, and assisting with the monthly utilization and maintenance process. The RPO serves as the Financial Business Management System (FBMS) Property Fleet Field Manager and is responsible for monitoring and maintaining accurate fleet records within their respective region. The RPO is responsible for the oversight and management of GSA-leased vehicles, including processing the FBMS transactions to acquire, update account data, excess and dispose of vehicles, and assigning Utilization Clerks within the regions.
- G. **Utilization Clerk** serves as the FBMS Fleet Utilization Clerk and Maintenance Planner for AS-IA, BIA, and BIE. As the FBMS Fleet Utilization Clerk, the Utilization Clerk is responsible for entering monthly utilization, fuel consumption data and maintenance history data in to FBMS. Utilization Clerks must be appointed in writing by the RPO.
- H. **Custodial Property Officer (CPO)** is responsible for reviewing and approving monthly fleet charge card statements and DI-120s to ensure compliance and enforce FBMS utilization process for all vehicles within the program. The CPO identifies the need to acquire, excess, and dispose of vehicles within their program, ensuring compliance with property accountability and acquisition requirements.

#### 6. Approval



James N. Burckman  
Acting Deputy Assistant Secretary – Indian Affairs (Management)

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Date